



PLANNING & DEVELOPMENT Application for Permit to Build

Property Owner: _____ Daytime Phone: _____

Mailing Address: _____ City, ST Zip: _____

Builder: _____ Daytime Phone: _____

Mailing Address: _____ City, ST Zip: _____

LOCATION DESCRIPTION

Lot: _____, Block: _____ Subdivision: _____ OR S-T-R: _____

Parcel Size _____ Acres Property Address: _____

BUILDING DESCRIPTION

Type of Building: ☐ Residential ☐ Commercial* ☐ Agricultural ☐ Industrial

**If commercial structure, code footprint is required. Contract Riley County Fire District #1 for details @ 537-6333.*

☐ Principle ☐ Accessory

Proposed Use of Building: _____

Will the building be used to house livestock? ☐ Yes ☐ No

If manufactured home: Width: _____ Year Built: _____ Roof Pitch: _____:_____

Siding? ☐ Yes ☐ No Shingles? ☐ Yes ☐ No

BUILDING INFORMATION

Dimensions: Length _____ X Width _____ X Height _____ Estimated Cost: \$ _____

Floors: _____ # Stories: _____ # Bedrooms: _____

If a commercial building: Parking spaces proposed: _____

Will a new entrance to the property be built? ☐ Yes ☐ No Plumbing: ☐ Yes ☐ No

Water Source: ☐ Well ☐ Rural Water ☐ Central ☐ Municipal Water Permit # _____

Sewage Disposal: ☐ Septic Tank ☐ Lagoon ☐ Central ☐ Municipal Sewage Permit # _____

SETBACKS (from property line)

Front: Proposed: _____' Left Side: Proposed: _____'

Rear: Proposed: _____' Right Side: Proposed: _____'

OFFICE USE ONLY

Township: _____ Zoning: _____ S-T-R: _____

Appraiser PID# _____ - _____ - _____ - _____ - _____ Road Maintenance: County ☐ Township ☐ State ☐

Flood Map # 200298 _____ E Flood Zone: _____ FDP Required? ☐ Yes ☐ No Parking spaces required: _____

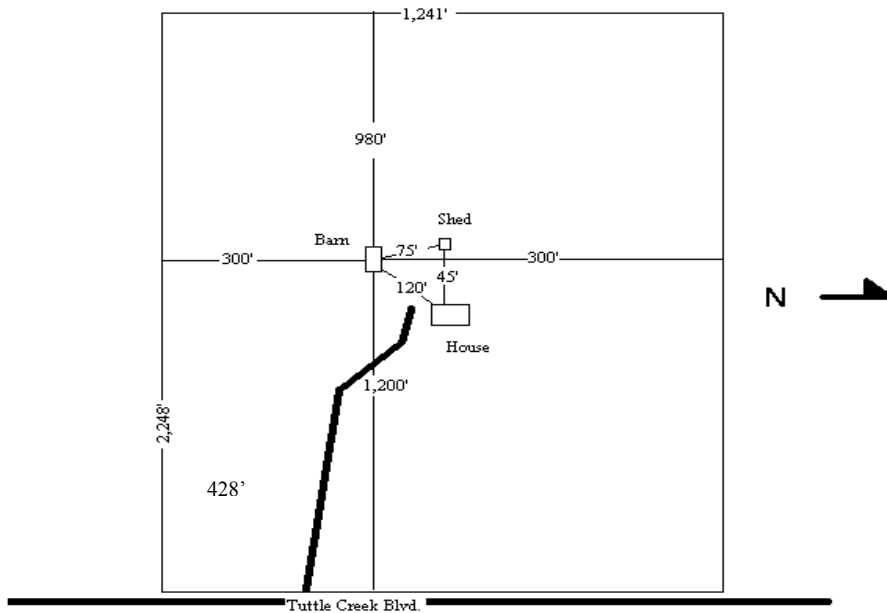
Street Classification ☐ Local ☐ Major ☐ Minor Is Any Property Line Affected By: ☐ Major ☐ Minor Trafficway?

****Note: Facsimiles will not be accepted****

****Note: Applicant shall submit all required information within 30 days or the permit shall be null and void. ****

Plot Plan For Building Permit in Riley County, Kansas

EXAMPLE



The following items **must** be included:

1. Draw parcel & indicate dimensions.
2. Indicate NORTH.
3. Identify location and dimensions of existing structures.
4. Identify existing or proposed streets, roads, and highways.
5. Identify location and dimensions of proposed construction.
6. Identify setback distances from proposed construction to all property lines and other structures.
7. Indicate location of driveway and its distance from nearest property line.

YOU CAN USE THE GIS WEBSITE TO PRINT MAPS

- Just go to: <http://gis.rileycountyks.gov/>
- At the bottom of the page: select
“Community Interactive Mapping Website”
- read the disclaimer and select “Accept”